

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

January 11, 2017

M E M O R A N D U M

TO: ALL REGIONAL AND COUNTY FAMILY SUPPORT DIVISION  
STAFF

FROM: TIM DECKER, DIRECTOR  
CHILDREN'S DIVISION  
PATRICK LUEBBERING, DIRECTOR  
FAMILY SUPPORT DIVISION

SUBJECT: CHILD CARE SUBSIDY SIMPLIFIED REPORTING FORM (FA-644)

DISCUSSION:

Effective January 16, 2017, the Family Assistance Management Information System (FAMIS) will generate the Child Care Change Report form (FA-644) to an eligibility unit when the Child Care Subsidy application is approved.

Eligibility units are only required to report very few, very specific changes that may affect the Child Care Subsidy eligibility. The Child Care Change Report form (FA-644) lists the required changes that an eligibility unit must report, including the income threshold at the 85% of the State Median Income for the household size.

The Child Care Change Report form (FA-644) provides space on the form for the eligibility unit to report a change in income or child care provider.

**NECESSARY ACTION**

1. Review this memorandum with all Family Support Division staff.
2. All questions should be cleared through normal supervisory channels and directed to:

<b>PDS CONTACT</b> Justin Logan 573-751-2037 <a href="mailto:Justin.C.Logan@dss.mo.gov">Justin.C.Logan@dss.mo.gov</a>	<b>MANAGER CONTACT</b> Marianne Dawson 573-522-2294 <a href="mailto:Marianne.A.Dawson@dss.mo.gov">Marianne.A.Dawson@dss.mo.gov</a>
<b>CHILD CARE SUBSIDY MANUAL REVISIONS</b> N/A	
<b>FORMS AND INSTRUCTIONS</b> Child Care Change Report (FA-644)	
<b>REFERENCE DOCUMENTS AND RESOURCES</b> N/A	
<b>RELATED STATUTE</b> N/A	